		Policy Number	118
Montana Mental Health Nursing Care Center **Policy Manual**		**Original Date**	**10/10/1984**
		Revised Date	**04/28/2016**
Department: Administration			
Resident/Employee Transactions			

POLICY:

Employees may accept gifts from residents or their families within the following guidelines:

PROCEDURE:

1. GIFTS

    A. Any offer of money or gifts from residents or their families will be discouraged. If someone does offer a gift, the employee should suggest a gift for the Center.

    B. If a resident offers the employee money, the money will be refused or if refusal escalates the behavior of the resident, the money will be accepted and then placed back in the residents account. A resident cash deposit slip will be completed noting the purpose of the transaction.

    C. If the employee is concerned that the refusal of a gift would cause problems for the resident or family, the following procedure will be followed:

        1. The resident/employee transaction form will be completed by the employee indicating why refusal of the gift would cause a problem for the resident.

        2. The Department Supervisor will review the form with the employee and will sign indicating approval or disapproval.

        3. All completed resident/employee transaction forms will be forwarded to the Superintendent for review and approval or disapproval. If the resident has a guardian, the Social Worker will contact them for verbal approval and document.

        4.   If the Superintendent approves the transaction, the employee may take the gift home. The employee will be given a copy of the completed form for their records.

    D.   The original completed form will be placed in the resident file in the Business Office.

2.   PURCHASE

    A.   Employees may purchase items from residents with proper prior approval, including guardian.

    B.   Employees will complete the Resident/Employee Transaction Form, (Attachment #1), and follow the procedure outlined in C numbering 1 through 4.

Reviewed: _____

Superintendent: _____